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TO: **Economic Support Supervisors
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Training Staff
Child Care Coordinators
W-2 Agencies**

FROM: Amy Mendel-Clemens
Communications Section
Bureau of Health Care Eligibility

BHCE/BWP OPERATIONS MEMO

No.: 03-73

Date: 11/25/2003

Non W-2 [X] W-2[X] CC [X]

PRIORITY: Medium

SUBJECT: **COMBINED APPLICATION FORM (CAF) ADDENDUM**

CROSS REFERENCE: None

EFFECTIVE DATE: December 19, 2003

PURPOSE

This memo notifies you that the addendum to the Combined Application Form (CAF) is now incorporated into the printed CAF.

BACKGROUND

Previously, the CAF printed with two blank pages. Those blank pages were a place holder for the CAF addendum. A worker would hand out the CAF addendum (form # DES 2378-1) to the customer, and his/her signature on the CAF signature page indicated receipt of the addendum.

CARES CHANGES

Any CAF printed for customer signature after the effective date will include the addendum, replacing the two blank pages. The signature page will be moved to appear before the addendum, allowing the addendum to be detached from the CAF and given to the customer to take with them from the interview. Wording of the addendum was updated to match current

policy. Discontinue handing out the DES 2378-1 unless CARES is down and you are unable to print a CAF. Printable versions of the DES2378-1 can be found at the following links:

English - http://workweb.dwd.state.wi.us/forms/dws/DWSW_2378_1.htm

Spanish - http://workweb.dwd.state.wi.us/forms/dws/des_2378_1_s.htm

Hmong - http://workweb.dwd.state.wi.us/forms/dws/des_2378_1_h.htm

CONTACTS

BHCE CARES Information & Problem Resolution Center

Email: carpolcc@dhfs.state.wi.us
Telephone: (608) 261-6317 (Option #1)
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Note: Email contacts are preferred. Thank you.

DHFS/DHCF/BHCE/LA